

FLAT FEE DIRECT DEPOSIT FORM

JPS also offers another direct deposit convenience – FLAT FEE deposit. If you have a separate bank that you would like to make a set dollar amount deposit each pay period.

Authorization for payroll checks to be direct deposited.

Name: _____ Social Security #: _____

Bank Name: _____ Account#: _____

Signature: _____ Date: _____

Amount to deposit per pay period: _____

Voided check must be attached. Return to Donna Wadley in the finance office.

A printout from your bank with the routing number and account number can be used if you do not have checks for your account.